

***California***  
***Commission on Teacher Credentialing***

*Meeting of*  
*June 6, 2002*

**AGENDA ITEM NUMBER:        C&CA - 1**

**COMMITTEE:        Credentialing and Certificated Assignment Committee**

**TITLE:                Proposed Amendments to Title 5 Regulations Concerning the  
Administrative Services Credential Authorization and Services  
Teachers May Provide.**

**X        Action**

**\_\_\_\_\_ Information**

**Strategic Plan Goal(s):**

**Sustain high quality standards for the preparation of professional  
educators.**

**Prepared By:**

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**Date: 5/24/02**

**Approved By:**

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**Date: 5/24/02**

**Authorized By:**

\_\_\_\_\_  
**Sam W. Swofford, Ed.D.  
Executive Director**

**Date: 5/24/02**

# **Proposed Amendments to Title 5 Regulations Concerning the Administrative Services Credential Authorization and Services Teachers May Provide**

**May 13, 2002**

## **Summary**

This item proposes amendments to Title 5 Regulations pertaining to the authorization statement for the Administrative Services Credential and for services teachers may provide.

## **Fiscal Impact**

There will be a minor cost to the agency related to disseminating the information to school districts and county offices of education and holding a public hearing. Such costs are contained within the budget of the Certification, Assignment and Waivers Division.

## **Policy Issues to be Resolved**

Should the Commission define more specifically the authorization for the Administrative Services Credential? Are the proposed authorizations appropriate for the Administrative Services Credential and services that teachers may provide?

## **Recommendation**

Staff recommends that the Commission approve the amendment to Title 5 Regulations pertaining to the authorization for the Administrative Services Credential for purposes of beginning the rulemaking files for submission to the Office of Administrative Law and scheduling a public hearing.

## **Background**

The Commission has been studying issues and options in the preparation and licensure of administrators for several months. In March 2002, the Commission approved an action plan with several objectives concerning the Administrative Services Credential. One of those objectives was to provide greater flexibility to districts in employing individuals for administrative positions at the district level.

In July of 2000, the Commission approved regulations that focused on the authorization for the Administrative Services Credential and also for services that teachers may provide. The regulations identified and differentiated the responsibilities for an administrator and a teacher by broadly describing the types of services an administrator at the site, district or county level may provide and to allow a fully credentialed teacher to serve as a program coordinator. Teachers regularly serve as program coordinators at school-sites while under the supervision of credentialed administrators. Serving in these positions provides a career ladder for teachers, some of whom may want to pursue an administrative services credential. Additionally, this allows the school district to study the teacher's potential for administrative leadership.

Recent discussions at the Commission meetings regarding the role of the administrator have centered on two issues concerning the types of duties that may be provided at the school site, district, and county level:

- 1) those that require an individual to hold an Administrative Services Credential and
- 2) those that may be provided by a teacher.

The existing Title 5 Regulations for the authorization of the Administrative Services Credential may be used for assignments at the school site, district or county level. Education Code Section 44065 lists thirteen areas of responsibility and allows the Commission to determine which credentials authorize the service for these areas of responsibility, administrative or non-administrative. Some of the duties listed in the section such as evaluating the work of instructors and the instructional program for pupils are clearly administrative while others such as the in-service training of teachers, principals, or other certificated staff is not exclusively an administrative duty.

Education Code Section 44860 states when a principal is required to hold an administrative credential at a school site. Additional sections of the Education Code require some individuals in district and county level positions to hold an Administrative Services Credential. The proposed changes to the Section 80054.5 focus on the need for an administrative credential for administrators providing site-based instructional leadership and school management at a school site. Allowing other certificated personnel to provide some of the services currently listed in Section 80054 would enable site administrators to focus on the role of instructional leadership and would provide more flexibility in staffing positions at the district or county level office. Staff is proposing the amendments to Title 5 Section 80054.5 with the elements summarized below:

- Subsection (a) *authorization for the school site administrator holding an Administrative Services Credential* -the authority to establish requirements for credentials appears in subsection (d) of §44225. EC §44065(a) gives the Commission the authority to designate in regulations which of the subsections of EC §44065(a) consist of rendering service in directing, coordinating, supervising or administering. Based on this authority, the proposed change to subsection (a) focuses on the specific duties administrators provide at the site level while holding the Administrative Services Credential including
  - (a)(1) *evaluating quality and effectiveness of instructional services* as found in EC §44065(a)(12) (the interpretation and evaluation of the school instructional program),
  - (a)(2) *evaluation of certificated staff* as found in EC §44065(a)(1) (work of instructors and the instructional program for pupils); school site administrators may be evaluated by individuals at the district or county level office,
  - (a)(3) *student and employee discipline* as found in EC §44065(a)(8) (activities connected with the enforcement of the laws relating to compulsory education, coordination of child welfare activities involving the school and the home, and the school adjustment of pupils) pursuant to Charter 6 of Part 27 of Division 4 of Title 2 of the Education Code commencing with Section 48900

- Subsection (b) was revised to list the *duties an individual holding an Administrative Services Credential serving at the school site, district or county level may provide if the credential is required by the employer.*
- Subsections (c) and (d) changed only with the *lettering of the subsections.*

**Title 5 §80054.5. Services Credential with a Specialization in Administrative Services; Authorization.**

(a) An individual must hold a Services Credential with a Specialization in Administrative Services to provide the services described below in grades twelve and below, including preschool, and in classes organized primarily for adults:

- (1) evaluating quality and effectiveness of instructional services at the school site level,
- (2) evaluation of certificated personnel employed at the school site level, with the exception of the site administrator, and
- (3) student and employee discipline services of certificated personnel at the school site level as found in subsections (b)(3) and (4) of this section.

(a)(b) The holder of a A Services Credential with a Specialization in Administrative Services authorizes the holder to may provide the services described below in grades twelve and below, including preschool, and in classes organized primarily for adults.

- (1) Development, coordination, and assessment of instructional programs;
- (2) Evaluation of certificated and classified personnel;
- (3) Student discipline, including but not limited to suspension and expulsion, pursuant to Article 1 of Chapter 6 of Part 27 of Division 4 of Title 2 of the Education Code commencing with Section 48900;
- (4) Certificated and classified employee discipline, including but not limited to suspension, dismissal, and reinstatement, pursuant to Chapters 4 and 5 of Part 25 of Division 3 of the Education Code commencing with Section 44800;
- (5) Supervision of certificated and classified personnel;
- (6) Management of school site, district or county level fiscal services;
- (7) Recruitment, employment, and assignment of certificated and classified personnel; and
- (8) Development, coordination, and supervision of student support services including but not limited to extracurricular activities, pupil personnel services, health services, library services, and technology support services.

~~(b)(c)~~ Nothing in these regulations is intended to impinge upon the authority of the local governing board to authorize classified personnel to supervise other classified employees.

(e)(d) Nothing in these regulations is intended to limit the employment and assignment authority of local governing boards under Education Code Sections 44270.2, 44065(d), 44069(c), 44834, or any other provision that may provide local discretion in the assignment of personnel.

Note: Authority cited: Section 44225, Education Code. Reference: Section 44065, 44069, 44270.2, 48900, and 44834, Education Code.

### **Proposed Amendments to Regulations for Services a Teacher May Provide**

Staff is proposing to amend Title 5 §80020.4.1 to clarify the types of services an individual holding a teaching credential based on a bachelor's degree and teacher preparation program including student teaching may provide in the area of program coordination at a school site. The proposed changes will clarify for the districts and counties the types of duties an individual may provide while holding a teaching credential in addition to serving in a classroom. Staff is proposing the amendments to Title 5 Section 80020.4.1 with the elements summarized below:

- Subsections (a) through (e) removes the specific title of program coordinator and replaces it with wording to describe the types of duties (develop, direct, implement, or coordinate programs) an individual may provide at the school site.

#### **Title 5 Section 80020.4.1. Services a Teacher Serving as Program Coordinator May Provide.**

- (a) The holder of a California teaching credential based on a baccalaureate degree and a teacher preparation program, including student teaching or the equivalent may ~~serve as staff development or curricular development program coordinator~~ develop, direct, implement, or coordinate programs designed to improve instruction and enhance student learning at the school site, ~~school district, or county level~~ in grades twelve and below, including preschool, and in classes organized primarily for adults.
- (b) The holder of a California designated subjects adult teaching credential may ~~serve as staff development or curricular development program coordinator~~ develop, direct, implement, or coordinate programs designed to improve instruction and enhance student learning for adult teaching subject areas.
- (c) The holder of a California designated subjects vocational teaching credential ~~serve as staff development or curricular development program coordinator~~ develop, direct, implement, or coordinate programs designed to improve instruction and enhance student learning for vocational teaching subject areas.
- (d) Irrespective of the provisions set out in this section, only individuals who hold either the Reading and Language Arts Specialist Credential or Administrative Services Credential may develop, direct, implement, and coordinate school district or county reading programs. Effective July 1, 2004, school site reading programs may only be developed, directed, implemented, or coordinated by individuals who hold the Reading and Language Arts Specialist Credential, Restricted Reading Specialist Credential, Reading Certificate, or Administrative Services Credential.

- (e) An individual who has ~~served as a reading coordinator~~ developed, directed, implemented, or coordinated reading programs for a minimum of three years prior to July 1, 2004, on the basis of a California teaching credential based on a baccalaureate degree and a teacher preparation program, including student teaching or the equivalent, shall be authorized to continue in such assignment. Verification of this teaching experience must be kept on file in the office of the employing agency for purposes of the monitoring of certificated assignments pursuant to Education Code Section 44258.9(b).

Note: Authority cited: Section 44225(q), Education Code. Reference: Sections 44225(d) and 44258.9(b), Education Code.